

Department of Early Learning

10.1.9

Child Care Certification Procedure

Certification for Payment Only

1. Any child care facility legally exempt from licensing pursuant to RCW 43.215.010, may request the Department of Early Learning (DEL) certify their facility for payment only by following the procedures outlined below:
 - a. For certification of a tribal child care facility, located on a federally recognized reservation.
 - i. The tribal Chair/Chief should send a letter to the DEL Director requesting state certification for payment for the tribe.
 - ii. The letter must state that the child care facility is licensed, certified or approved by the tribe.
 - iii. After the letter has been approved and signed by the DEL Director, or designee, it is routed to the Licensing Program Administrator (LPA) for assignment and tracking.
 - iv. A copy of the approval letter, along with the licensing standards received by the tribe will be made and kept in the DEL State Office.
 - v. An additional copy of the documents will be forwarded by the LPA or designee to the appropriate local licensing office for processing.
 - vi. Once the tribe is certified for payment only, licensors may receive facility certification for payment only requests. The local licensing office will document the information in FamLink and request an SSPS number.
 - vii. The local licensing office will create a file to keep certification documents that were received.
 - viii. A Certificate for Payment is created by staff and signed by the supervisor and given to the facility designee to show proof of approval to receive subsidy payments.
 - b. For certification of a child care facility located on a federal military installation.
 - i. The director, or designee, of the military installation child care facility must complete the DEL Certification for Payment Only application.
 - ii. The application is forwarded by the requesting facility to the local licensing office, along with a copy of the certification/license issued by the Department of Defense.
 - iii. The local Licensing supervisor will review and approve the certification request.
 - iv. The local licensing office documents the information in FamLink and requests an SSPS number.
 - v. The local licensing office will create a file to keep certification documents that were received.
 - vi. A Certificate for Payment is created by staff and signed by the supervisor and given to the facility designee to show proof of approval to receive subsidy payments.

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- c. For certification of a child care facility approved by the Office of the Superintendent of Public Instruction (OSPI) office.
 - i. The Director, or designee, of the facility must complete the DEL Certification for Payment Only application.
 - ii. The application is forwarded by the requesting facility to the local licensing office, along with a copy of the certification/license issued by OSPI.
 - iii. The local Licensing Supervisor approves the certification request.
 - iv. The local licensing office documents information in FamLink and requests an SSPS number.
 - v. The local licensing office will create a file to keep certification documents that were received.
 - vi. A certificate for payment is created by staff and signed by the supervisor and given to the facility designee to show proof of approval to receive subsidy payments.

Certification as Meeting Minimum State Licensing Requirements

2. In some circumstances tribal governments, military installations, or OSPI does not issue a certificate or license to operate a child care facility. If the child care facility wishes to receive subsidy payments they will be required to obtain certification that they have met minimum licensing requirements through DEL.
3. Child care facilities legally exempt from licensing pursuant to RCW 43.215.010 may request DEL to certify the facility as meeting state licensing standards by following the same process as that required for licensing.
4. A facility certified as meeting state licensing standards is bound under the same requirements, inspection schedule and all other applicable laws, as those facilities that are licensed by DEL.

Definitions

Certification for payment only – DEL certifies exempt facilities, (Tribal, Military, and School Based) with no further inspection so the facilities are able to receive state subsidy payments for qualified children in their care.